



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

PUBLIC NOTICE

PUBLIC NOTICE NUMBER : FINCP/05-20159PPJ

OPENING DATE : February 7, 2005

CLOSING DATE : March 24, 2005

POSITION TITLE, SERIES & GRADE : Compliance Specialist, GS-301-9,11,12 and 13

PROMOTION POTENTIAL : Full performance level is GS-13

NUMBER OF VACANCIES : Multiple

SALARY RANGE : \$43,365.00 - \$97,213.00 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Regulatory Policy and Programs Division
Office of Compliance

DUTY STATION : Washington, D.C.

APPLICATIONS ACCEPTED FROM : All qualified applicants (All sources).

First initial cut-off will be March 9, 2005. This Public Notice will be closed if all selections are made during the first initial cut-off.

SUMMARY OF DUTIES:

Compliance Specialists at grades GS-9 through GS-13 are being recruited for the Office of Compliance in the Regulatory Policy and Programs Division of the Financial Crimes Enforcement Network (FinCEN). These positions seek to better ensure industry compliance with the Bank Secrecy Act, including filing of certain reports on certain financial transactions, through supporting and, as appropriate, overseeing the agencies and organizations examining financial institutions for compliance. Reports filed by the regulated industry provide databases of information that may be used to detect financial transactions in connection with terrorism or criminal activities. Compliance Specialists performs a range of complex, sensitive research, analysis and liaison work necessary to carry out regulatory mandates, including assessing financial institution and financial industry compliance with the Bank Secrecy Act (BSA) and recommending appropriate agency actions. At the higher grade levels, duties include participating significantly in designing approaches to improve compliance; evaluating BSA examination and examiner training initiatives; and serving as a senior member on teams or conducting special projects in support of Federal, state and self-regulatory agencies that examine financial institutions for compliance with the BSA. At the lower grade levels, the Compliance Specialist is primarily involved in researching and analyzing data, preparing reports and documentation, and progressively conducting liaison to answer inquiries and advise regulatory organizations and financial institutions on compliance matters.

BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, telework opportunities, Student Loan Repayment, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System. The office is located in a modern commercial building in Northwest Washington, DC. All employees are assigned individual state-of-the-art computers.

SECTION I: MINIMUM QUALIFICATIONS REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION:

Specialized Experience: One year of relevant specialized experience at the next lower grade level is required, as follows:

For GS-9, the year of specialized experience must have been at or equivalent to the GS-7 level and must have provided skills in conducting database research and analysis and preparing reports and summaries of findings in a regulatory organization or financial institution.

For GS-11, the year of specialized experience must have been at or equivalent to the GS-9 level and must have provided knowledge of Bank Secrecy Act financial reporting compliance regulations and processes.

For GS-12, the year of specialized experience must have been at or equivalent to the GS-11 level and must have provided substantial knowledge of Bank Secrecy Act financial reporting compliance regulations and processes.

For GS-13, the year of specialized experience must have been at or equivalent to the GS-12 level and must have provided a thorough knowledge of Bank Secrecy Act financial reporting compliance regulations and significant participation in compliance resolution issues.

Substitution of Education: At the GS-9 level, a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B or J.D. At the GS-11 level a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M.

U.S. Citizenship: Applicants **MUST** be citizens of the United States and, if selected, present proof.

Selective Service Registration: If selected, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so.

SECTION II: APPLICANTS WHO MEET MINIMUM QUALIFICATIONS REQUIREMENTS WILL BE RATED UNDER THE FOLLOWING "EVALUATION CRITERIA":

For the GS-9:

1. Knowledge and/or experience concerning Bank Secrecy Act compliance matters or other complex regulatory issues. **(Applicants must describe their experience relevant to BSA or other complex regulatory issues.)**

2. Ability to conduct research, collection and analysis of technical information and to develop summaries and reports of such activities. **(Applicants must describe their experience relevant to these activities.)**

3. Ability to represent an organization on BSA compliance matters with representatives of regulatory organizations/agencies and/or with industry officials to explain, advise on, or resolve compliance issues. **(Applicants must describe their experience in representing an organization on BSA compliance matters.)**

For the GS-11:

1. Knowledge of Bank Secrecy Act regulatory compliance provisions and of relevant industry business and operating practices to comply with these requirements. **(Applicants must describe their experience relevant to applying BSA regulatory compliance provisions.)**

2. Ability to develop written products concerning Bank Secrecy Act compliance functions, such as compliance assessments and compliance related reports and correspondence. **(Applicants must describe their experience in preparing these types of documents.)**

3. Ability to represent an organization on Bank Secrecy Act compliance matters with representatives of regulatory organizations/agencies and/or with industry officials to explain, advise on, or resolve compliance issues. **(Applicants must describe their experience in representing an organization on BSA compliance matters.)**

For the GS-12 and 13:

1. Ability to apply Bank Secrecy Act regulatory, policy, and program knowledge and knowledge of industry business and operating practices to identify and assess potentially significant BSA compliance deficiencies and recommend and negotiate appropriate courses of action or improve or simplify regulations. **(Applicants must describe their experience in applying BSA regulatory, policy and program knowledge to assess BSA compliance.)**

2. Ability to develop written products concerning Bank Secrecy Act compliance functions, such as compliance assessments, recommendations for action, memoranda, training and educational materials, guidance, advisories, and procedural documents. **(Applicants must describe their experience in preparing these types of documents.)**

3. Ability to represent an organization on complex, sensitive Bank Secrecy Act compliance matters with representatives of regulatory organizations/agencies and/or with industry officials to explain, advise on, negotiate or otherwise resolve compliance issues. **(Applicants must describe their experience in representing an organization on BSA compliance matters.)**

DO NOT use one narrative statement to address all of the evaluation criteria. Each criteria **MUST** be addressed separately and reflect your specific experience/education that you feel equips you with the knowledge, skills, and abilities to perform the duties of the position for which you are applying.

Note: For applicants rated under this announcement, one rating process will be applied to both status and non-status candidates.

Basis of Rating:

- Applicants will first be reviewed to determine if they meet the minimum qualification requirements in Section I.
- Those who do will be evaluated as to how well they meet the evaluation criteria in Section II.

- Qualified candidates will be assigned a score ranging from 70 to 100, and, as applicable, will be assigned additional points for veterans' preference.
- Applicants **MUST** provide detailed information related to the evaluation criteria in their application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility.
- Applicants **MUST address each of the evaluation criteria** separately and attach it to their application/resume.
- This is a multiple grade level announcement. You should identify specifically which grade level(s) you wish to be considered for by indicating your choice(s) on your application package and addressing the appropriate evaluation criteria for each individual grade level(s).

If you do not address the Selective Factor and evaluation criteria for each grade level you wish to be considered for, your application will not be considered for that grade.

APPLICATIONS THAT DO NOT SPECIFICALLY ADDRESS EACH OF THE EVALUATION CRITERIA WILL BE CONSIDERED AS INCOMPLETE AND WILL NOT RECEIVE FURTHER CONSIDERATION.

SECTION III: CONDITIONS OF EMPLOYMENT FOR THIS VACANCY:

Security Clearance: Applicants must either have a current Top Secret security clearance or agree to undergo a Single Scope Background Investigation (SSBI) in order to obtain the proper clearance as a condition of employment. Appointments for positions at FinCEN will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination. Although individuals may be appointed prior to completion or updating of a full personal history SSBI, continued employment with FinCEN is contingent upon satisfactory completion of the SSBI, the results of which fully meet the FinCEN's special employment criteria. All employees are subject to satisfactory completion of periodic reinvestigation and a continuing life style in conformity with applicable national and FinCEN directives. Any unfavorable information developed during an investigation or other official inquiry may result in termination of employment in accordance with established security policy and procedures.

Drug Screening: This position is a Testing Designated Position. Satisfactory completion of the drug test is a condition of employment in this position and incumbents of this position will be, thereafter, subject to Random Drug Screening.

Probationary Periods – Employees who have not already completed one will need to successfully complete a one-year probationary period. Certain appointments may require the completion of an additional probationary period. Separate and apart from the general probationary period, individuals selected for supervisory positions will need to complete a one-year supervisory probation period, including appropriate supervisory training courses.

Tax Record Check: Selectee may be subject to the requirement of the U.S. Department of the Treasury to undergo a pre-appointment as well as annual income tax filing record check.

Statement of Employment and Financial Interest may be required.

Direct Deposit: Employees are required to participate in Electronic Funds Transfer for salary payments.

Travel: This position requires occasional travel.

Relocation Expenses: Will not be paid.

Before being hired, you will be required to sign and certify the accuracy of the information in your application. If you make a false statement in any part of your application, you may not be hired or you may be removed after you begin work.

APPLICATION INFORMATION

SECTION IV: REQUIRED APPLICATION MATERIALS

Current employees of the Financial Crimes Enforcement Network (FinCEN) MUST include:

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria.

All other applicants MUST include:

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria; and
- Attach a copy of their most recent SF-50, Notification of Personnel Action, or equivalent proof of current or prior competitive status, if you are a current or former Federal employee; and
- If you are a Veteran, submit a copy of your DD-214.

Please download, complete, and submit the following optional forms:

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-181.
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256.

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on www.usajobs.opm.gov/OF612.htm.

See Section V for the specific information that MUST be included in your OF-612, resume, or other written application format. While we do not require a standard application form, we MUST have certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. For detailed information refer to "Applying for a Federal Job" (OF-510). This is available at <http://www.opm.gov/forms/pdfimage/of0510.pdf>.

Applicants who do not submit the required items will not be considered. It is the applicant's responsibility to provide documentation/proof of claimed qualification, education, veteran's preference, status (SF-50) and/or verification of eligibility for non-competitive appointment. Applicants will not be contacted for additional information if their applications are incomplete or inadequate.

SECTION V: INFORMATION THAT MUST BE INCLUDED IN YOUR OF-612, RESUME, OR OTHER WRITTEN APPLICATION FORMAT (Refer to "Applying for a Federal Job" (OF-510). This is available at <http://www.opm.gov/forms/pdfimage/of0510.pdf>.)

Job for which applying: Public Notice Number, title and the grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number.
- Country of citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience: for each paid or non-paid position held related to the job for which you are applying (do not attach job descriptions):

- Job Title (include series and grade if Federal job).
- Duties and accomplishments.
- Number of hours worked per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.).

Applicants MUST provide the information required in the announcement, including sufficient information for evaluation of their qualifications and for determining whether they have had one year of relevant experience at the next lower grade to the grade for which applying. Please do not submit your application package in a notebook or binder or in disk format; include extraneous information; or enclose documents related to the above unless specifically requested.

SECTION VI: SUBMITTING APPLICATION MATERIALS:

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Public Notice: FINCP/05-20159PPJ
P.O. Box 39
Vienna, VA 22183-0039**

HOW TO APPLY:

All application materials **MUST** be postmarked by the closing date of this Public Notice. Failure to provide timely, complete information will result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.

For additional information, please call Penny Jackson (703) 905-3540. TDD (703) 905-3839.

NOTES:

- All application materials **MUST** be sent to the mailing address shown above.
- All materials and the envelope **MUST** include the public notice number.
- FAX and email documents will not be accepted.
- Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting materials using U.S. Government, "Official Use Only" postage and fees paid envelopes will not be considered for the vacancy.
- Applications will become part of the public notice case file and will not be returned to the applicant.
- Acknowledgment of receipt of the application will be sent to all applicants.

SECTION VII: MATERIAL REQUIRED TO SUPPORT CONSIDERATION FOR VETERAN'S PREFERENCE OR NON-COMPETITIVE APPOINTMENT ELIGIBILITY.

Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as a 30% or More Disabled Veteran Appointment, Veterans' Readjustment Appointment, Severely Physically Handicapped Schedule A Appointment, or an appointment based on service as a former Peace Corps employee, etc.

If you are claiming Veterans' Preference, submit evidence of eligibility, such as, DD-214, Certificate of Release, Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veterans' Preference, and the proof requested on the form.

SECTION VIII: OTHER INFORMATION

INFORMATION FOR APPLICANTS DISPLACED FROM POSITIONS WITH THE FEDERAL CIVILIAN SERVICE OR PANAMA CANAL ZONE:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility under CFR 330.605 (a) (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated on each criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

REASONABLE ACCOMMODATION:

The Financial Crimes Enforcement Network provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

THE FINANCIAL CRIMES ENFORCEMENT NETWORK (FINCEN) IS AN EQUAL OPPORTUNITY EMPLOYER:

All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.